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# ILLINOIS DEPUTY REGISTRARS



*The work of deputy registrars  
is a vital contribution to  
American democracy.  
Registering voters encourages  
voter participation and enhances  
our electoral process. This  
pamphlet briefly discusses the  
deputy registrar program.*

## WHO MAY REGISTER VOTERS?

Election Authorities (county clerks or boards of election commissioners), and

Deputy Registrars, as appointed.

The following are automatically appointed as deputy registrars by the election authority:

- Municipal Clerks
- Township/Road District Clerks
- Precinct Committeemen

The following may be appointed only upon request:

- Bona fide state civic organization members.
- State labor organization members.
- Chief librarian or designee.
- High school/elementary school principal or designee.
- University/college president or designee.
- Public Aid director or designees.
- Secretary of State drivers license facility employees
- Employment Security director or designated employees.
- Corporation president or designated employees. (As defined by the Business Corporation Act of 1983)

Citizens can also register under the National Voter Registration Act of 1993. For details see State Board of Elections brochure, "Registering to Vote in Illinois."

## **WHEN MAY DEPUTY REGISTRARS ACCEPT VOTER REGISTRATIONS?**

Deputy registrars may accept voter registrations at any time except during the 27-day period before each election. Registration is closed for two days after each election (one day after each election in Chicago).

## **TO QUALIFY TO REGISTER TO VOTE A PERSON MUST:**

- Must be a U.S. citizen;
- Must be at least 18 years of age by Election Day;
- Must have been a resident of the precinct at least 30 days prior to Election Day.

When registering to vote, two forms of identification are required - one must show the current address of the applicant.

## **WHERE MAY DEPUTY REGISTRARS TAKE VOTER REGISTRATION?**

Deputy registrars from civic organizations, labor organizations, corporations, and all precinct committeemen may take registrations (of those residing in their jurisdiction) anywhere.

All other deputy registrars may accept registrations only at fixed locations.

## **FROM WHOM MAY REGISTRARS TAKE VOTER REGISTRATION?**

Deputy registrars may register only those persons who are residents of their election jurisdiction, with one exception.

In any county in which there is a municipality under the jurisdiction of a board of election commissioners, the county clerk and his/her appointed deputy registrars may accept the registration of qualified persons (those residing within such municipality). Completed registration applications are to be transmitted to the board of election commissioners.

The board of election commissioners and its appointed deputy registrars may accept the registration of any qualified person (those persons residing in the county in which the municipality under the jurisdiction of such board is located) and transmit such registration to the county clerk.

In Cook County ONLY, municipal and township clerks and their deputy registrars may accept the registration of any qualified resident of the county or counties in which the municipality or township is located.

Municipal clerks or an authorized deputy registrar of a municipal clerk, of a municipality which lies in more than one county, may accept the registration of any qualified resident of the municipality regardless of which county the resident lives in.

Civic organizations which seek to engage in voter registration must file an application with the State Board of Elections for certification as a bona fide state civic organization. It is important to know that applications for certification must be filed with the SBE by the 90th day prior to each election.



## IMPORTANT FACTS

- Deputy registrars must be trained, take an oath, and be appointed as provided by state law.
- Deputy registrars are appointed for 2-year terms beginning the first business day in December following each General Election. They can be reappointed only upon written request.
- Precinct committeemen whose terms commence on the date of the county convention following the General Primary Election.
- Deputy registrars can be removed for cause.
- Deputy registrars must be registered to vote in the jurisdiction in which they are appointed.
- Deputy registrars must complete registration forms neatly and follow the specific directions of the election authority.
- Deputy registrars must return completed registration materials within 7 days of completion.

If new registrations or cancellations are taken between the 28th and 35th day before the election, deputy registrars must return completed materials to the election authority within 48 hours.

If registrations or cancellations are taken on the last day for registration, deputy registrars must return all the registration material to the election authority within 24 hours.

**IMPORTANT:** Deputy registrars must not engage in any kind of political activity while registering voters.

The primary goal of the State Board of Elections is to help bring about greater understanding and participation in the electoral process.

For more information on election laws and procedures, write or call the State Board of Elections.



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